

Adopted: September 2001 , Revised: _____**Class Title: Parking Director****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Monitors, coordinates, and directs all operations, maintenance and personnel of the division of parking. Oversees the roving patrol responsibility. Oversees the contractual agreement the city has with parking systems to provide enforcement and collection of on-street parking programs. Oversees and directs accounting procedures to ensure fiscal responsibility.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Directs and administers the operation and maintenance of parking facilities by directing and supervising parking administrator, enterprise controller, parking manager and maintenance supervisor, ensuring all aspects of operations, maintenance and administration are operating effectively and efficiently to the benefit of parking divisions and the city.
2	S	Oversees the preparation of the annual budget by directing staff in the preparation of budget, reviewing and analyzing past and current financial statements, making forecasts of future trends, and reviewing rate structures to ensure revenues meet expenditures and debt.
3	S	Assists with planning for construction of parking garages and facilities by meeting with other departments, divisions, engineers and contractors and reviewing design and operation of current garages and lots.
4	S	Provides direction and performs special projects by directing and supervising staff, assisting in employee selection, providing counseling, disciplining and monitoring personnel performance, overseeing contracts and leases, and directing and supervising the collection and analysis of data used in the preparation of reports and recommendations being made.

Adopted: September 2001 , Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Five years experience in parking operations with supervisory experience.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read contracts, leases, City codes, City policies, letters, memorandum, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as some algebra.
Writing	Work requires the ability to write letters, divisional procedures, policies, memorandum, and general correspondence.
Managerial	Managerial responsibilities include overseeing annual budget preparation, monitoring operations activities, and supervising employees.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Adopted: September 2001 , Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Observation of staff, inspections, meetings, presentations
Sitting	C	Computer, desk work, talking on the telephone
Walking	O	Inter-office, inspections, observations, to/from various facilities
Lifting	R	Files, reports, books, office supplies
Carrying	R	Files, reports, books, office supplies
Pushing/Pulling	R	Files, reports, books, office supplies
Reaching	R	Filing in cabinet drawers
Handling	R	Files, reports, books, office supplies
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	R	Filing
Crouching	R	Filing
Crawling	N	
Bending	R	Filing
Twisting	R	Filing
Climbing	R	Stairs
Balancing	R	On stairs
Vision	C	Computer, desk work, reading, writing, filing, performance monitoring
Hearing	C	Communicating with personnel and general public, telephone, meetings, presentations,
Talking	C	Communicating with personnel and general public, telephone
Foot Controls	R	Foot pedals on vehicle
Other (specify)	N	

Adopted: September 2001 , Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, Standard Microsoft Windows and Office software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	C
Irregular Work Schedule/Overtime	N
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	N
Other (see 3 below)	N

(3)